



LOS ANGELES COUNTY WIA YOUTH PROGRAMS INFORMATIONAL BULLETIN

NUMBER: YTH-03-18

SUBJECT:

AMERICA'S JOBLINE

DATE: 09-22-03

EFFECTIVE DATE:

IMMEDIATELY

TO: All Youth Service Providers

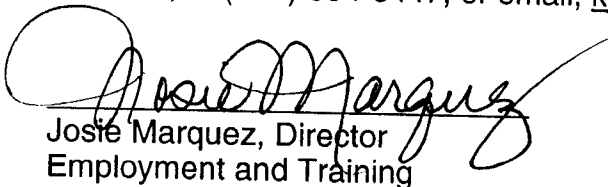
The purpose of this bulletin is to inform all service providers of a free public service provided by California State agencies called Jobline®, an audio system designed to share new employment opportunities. Jobline® is a valuable resource for the blind or dyslexic, as well as for those who do not have access to a computer. This service is made available through the assistance of the National Federation of the Blind and the U.S. Department of Labor, and is available 24 hours a day, seven days a week.

You will find handout materials at the Jobline® website, www.nfb.org/jobline/market.htm, two of which may be especially informative for participants are *Jobline®: Introducing Job Search by Phone*, and *Jobline® Ready Reference Guide*.

You may share this information in a number of ways:

- Provide in-service staff training by requesting a short instructional video produced by NFB and DOL, available to preview at www.nfb.org/videotest.htm.
- Display colorful bulletin posters around your service centers.
- Post a link on your agency's website to America's Jobline® site, at www.nfb.org.jobline.enter.htm.
- Hand out Jobline® information cards.
- Write a press release to be distributed to all agencies and organizations affiliated with your service provider.

We hope the ideas may be of some service. If you have any questions or need further assistance, please contact the state's Workforce Investment Division, and speak with Karl Jaensch, at (916) 654-8447, or email, kjaensch@edd.ca.gov.


Jose Marquez, Director
Employment and Training

Attachment

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB03-18

Date: August 22, 2003

Expiration Date: 6/30/04

69:43:is:7478

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: AMERICA'S JOBLINE®

This information bulletin contains some ideas for getting the word about America's Jobline® to staff in your agency so they can get the word out to jobseekers. Jobline® is a free public service provided by state agencies, including California, with assistance from the National Federation of the Blind (NFB) and the United States Department of Labor (DOL). Jobline® is an audio version of America's Job Bank (AJB), provided by telephone. This service is available 24 hours a day, seven days a week.

You will find ready-made materials for counselors to share with clients on the Jobline® Web site under Marketing Jobline®: www.nfb.org/jobline/market.htm. Two of the items have been prepared in several popular electronic formats for convenient bulk reproduction in either print or Braille:

- **Jobline®: Introducing Job Search by Phone**, a tri-fold brochure.
- **Jobline® Ready Reference Guide** a listing of phone numbers to access the available function.

Other ways to share information on Jobline® include:

- Provide in-service staff training about resources available to use with clients. You can request a very short video on America's Jobline® (5.5 minutes) that was produced by the NFB and the DOL. Please supply your address if you wish to receive a copy by mail. You may preview the video online at: www.nfb.org/videotest.htm. (Note: instead of presenting it at an in-service, you may find it easiest to send an e-mail to counselors noting this short video for their viewing.)
- Display materials in your One-stops: A colorful bulletin board poster is available in three sizes from regular typing paper, legal size paper, and a large display size (11x17). The smallest size poster fits normal typing paper and can be printed on your laser printer to place on staff and public area bulletin boards.

- Post a link on your agency's Web site from the words, "America's Jobline®" to the Jobline Web site at www.nfb.org/jobline/enter.htm.

Here's a sample listing for an agency's Web site:

America's Jobline® (attach link). 1-800-414-5748

This is an audio version of AJB for job seekers, especially persons without computer access. Dial Jobline's toll-free number and follow the voice prompts to set up a personalized account. Only a touch-tone telephone keypad is necessary to access this service.

Here's a second sample listing:

America's Jobline®: Call 1-800-414-5748 and follow the voice prompts to search statewide or nationwide. Ready-Reference Guide available online at: www.nfb.org/jobline/enter.htm

- Give out Jobline® business cards: Print out oversized 3x5 inch business cards with the 800 number for Jobline® in large print on one side, and agency contact information on the other. Give to job developers and job counseling staff to hand out to jobseekers. One side might read like this:

AMERICA'S JOB BANK
www.ajb.org, or call
1-800-414-5748

Or:

Search *America's Job Bank*
Without a computer 24/7
1-800-414-5748

Or:

1-800-414-5748
AMERICA'S JOBLINE®

- Write a press release indicating out that your agency has made this accessible job-hunting service available to everyone with a push button phone, and that no one needs a computer to search for jobs on the AJB Internet site or to create and send electronic résumés. This service is as valuable for those who do not have access to computers or have not yet learned to use them as it is for those who are blind or dyslexic.

The national contact person is:

Lorraine Rovig
Jobline® Contact
National Federation of the Blind
Baltimore, Maryland
410-659-9314, ext. 415
e-mail: lrovig@nfb.org

The Workforce Investment Division's contact person for this information bulletin is:

Karl Jaensch
Workforce Investment Division
916-654-8447
e-mail: kjaensch@edd.ca.gov

We hope some of the ideas fit your situation. Please share your ideas and press releases with Lorraine Rovig (please include a copy to us) so that she may pass them on to your colleagues throughout the nation.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division